Food Act 2008
NOTIFICATION / REGISTRATION OF A FOOD BUSINESS

For the purposes of Section 107 and 110 of the Food Act 2008

Please ensure that the appropriate approvals from the City's Planning and Building sections have been obtained prior to lodging this application.

New Business		Complete **all sections**
Alteration to existing business Existing Business Name:		Complete **all sections**
Notification only Packaged Foods only	Sausage sizzles	Complete parts **A, B** and **J only**

PART A: PREMISES DETAILS

Trading Name of Food Business:	
Address of Premises:	
Postal Address:	
Phone:	
Mobile:	
Email:	
Email for invoices: (if separate to above)	
Details of food vehicle: (if applicable)	Make & Model: Registration number: Garaged at address:
List any associated premises or business: (e.g. other business names, address where food is prepared for market stall).	
Primary language spoken: Do you need translator services?	 Yes No

PART B: PROPRIETOR DETAILS

Proprietor Name: (Individual / Body Corporate / Trustee)	
Name of Company Director (if applicable):	
ABN:	
ACN (if applicable):	
Postal Address:	
Phone:	
Mobile:	
Email:	
Name of person in charge and title: (if different from proprietor)	
Not for Profit Organisation:	Yes No

PART C: FOOD ACTIVITIES

Please provide a detailed description of the type of business (e.g. butcher, baker, café, restaurant, home delivery, manufacturer, processor, wholesaler, caterer, mobile food vendor, temporary food stall):
You can have more than one.

Please provide a detailed description of the types of food handling activities you will be undertaking (e.g. storage, preparation, cooking, cooling, re-heating, serving, delivery):

Please provide a detailed description of all foods on offer: (e.g. jams, cakes, soup, bread, coffee, smoothies, burgers, hot meals etc):

PART D: FOOD HANDLERS

If your business is handling unpackaged, potentially hazardous (must be temperature controlled), ready-to-eat foods you will need to appoint a Food Safety Supervisor and information about training can be found here

Name of Food Safety Supervisor:

Date of Qualification:

All other food handlers will need to show that they have food safety training – an example of the training is provided free on the City of Albany website here

PART E: WATER SUPPLY

Is your business water supply:		
Water Corporation	Rain water	Borewater
Other (please describe)		

Water sources other than by the Water Corporation will need to be potable (safe to drink), please describe how you plan to ensure your water source is potable at all times (e.g. UV treatment, chlorine, reverse osmosis)

PART F: NATURE OF FOOD BUSINESS

Are you a small business (a business that employs less than 50 people in the manufacturing sector, or less that 10 people in the services sector)? Number of full time equivalent staff:	Yes	No
Is the food that you provide, produce or manufacture ready-to-eat when sold to the customer?	Yes	No
Do you manufacture or produce products that are not shelf stable (need to be refrigerated)?	Yes	No
Do you sell ready-to-eat food at a different location from where it is prepared?	Yes	No

PART G: HOURS OF OPERATION

	OPEN TIME	CLOSED
MONDAY	AM	PM
TUESDAY	AM	PM
WEDNESDAY	AM	PM
THURSDAY	AM	PM
FRIDAY	AM	PM
SATURDAY	AM	PM
SUNDAY	AM	PM

PART H: ATTACHMENTS FOR FOOD BUSINESS APPLICATIONS	TICK IF ATTACHED
A copy of the Business Registration issued by the Australian Business Register. Please note this document needs to show the legal entity for the business.	
Copy of premises floor plans showing: • Structural finishes of floors/walls/ceilings; • Sinks for handwashing, food preparation, dishwashing and/or dishwasher; • All other fixtures and fittings; • Greasetrap (may require permit with Water Corporation Trade Waste); • Exhaust systems/canopies; • Number of chairs for patrons in dining area; • Sanitary conveniences for staff / patrons;	
Proposed menu or product list.	
Food Safety Supervisor Certificate or Statement of Attainment (if applicable)	
Certificate of Incorporation for Not-for-profit businesses (if applicable)	

PART I: ATTACHMENTS FOR FOOD PROCESSOR APPLICATIONS	TICK IF ATTACHED
Detailed recipes, including full ingredient list and method of preparation including time and temperature control for each proposed food type.	
Product labels	
Evidence of shelf-life testing / date marking by a NATA accredited laboratory	
Food Recall Plan – TEMPLATE	
Food Safety Plan	

Manufacturing secrets and confidential processes are protected from disclosure under Section 142 of the Food Act 2008. Some of the above may take some time, so it is preferred that you do not submit your application until you have completed all aspects.

PART J: DECLARATION

I, the person making this application declare that the information contained in this application is true and correct in every particular. I have obtained the appropriate approvals from the City's Planning and Building Services (where applicable) **prior** to lodging this application.

Signature of applicant:	
Name of applicant:	
Position of applicant in company structure:	
Date:	

If you are a temporary or mobile food vendor – do you give permission for your contact details to be passed on to event organisers?	Yes	No

HOW TO LODGE THIS FORM	
In person:	City of Albany Administration Office, 102 North Rd, Albany
Email:	staff@albany.wa.gov.au

APPLICATION FEES FOR 2026/2027 FINANCIAL YEAR:	
New Business or new owner application:	$135.00
Change of owner or business name (no other changes):	$75.00
Notification Fee for Very Low Risk food business:	$27.50

To ensure your application can be processed, please make sure all required sections are completed, supporting documents are attached, and payment has been received.

FOR ENQUIRES, PLEASE CONTACT CITY OF ALBANY HEALTH SERVICES TEAM

Phone: 96820 3000
Email: staff@albany.wa.gov.au

Privacy Collection Notice

The City of Albany collects your personal information to deliver services and meet our legal obligations under relevant laws.

We handle your information in line with the Privacy and Responsible Information Sharing Act 2024. Your information is stored securely, kept only as long as needed, and may be shared with other government agencies if required or permitted by law.

You can request access to or correction of your personal information at any time.

Contact:
City of Albany Privacy Officer
Phone: 08 6820 3000
Email: prisproject@albany.wa.gov.au